



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

January 9, 2008

TO: Owners & Management Agents of Tax Credit Properties

FROM: Sherri Davio, Compliance Manager

SUBJECT: 2007 Year End Reporting
Due February 29, 2008

The deadline for submission of the 2007 annual Owner's Certification for LIHTC developments (all developments with tax credits including, but not limited to MSHDA Direct Lending, Section 8, Section 236, and RHS) is **Friday, February 29, 2008**. Please note that MSHDA has revised the 2007 Owner's Certification of Continuing Program Compliance (Owner's Certification) form and previous versions of the form will not be accepted.

The completed 2007 Owner's Certification form should be submitted via mail to the address listed below and must contain all the required information.

MSHDA, Compliance Monitoring
735 E Michigan Ave, P.O. Box 30044
Lansing MI 48909
Attention: Cassandra Brown

The following is a list of forms and documentation that must be completed to fulfill the annual compliance certification requirements for the Compliance Year Ended (CYE) 12-31-2007. Please note that requirements vary according to the year credits were first claimed or will be claimed. All of the documents below (except the development Fact Sheet) can be downloaded from MSHDA's web site at www.michigan.gov/mshda. (Click on "Property Managers", tab on the left side, then "Compliance for Rental Housing", then "Forms", then "Year End Reports".)

NEW DEVELOPMENTS THAT HAVE NOT (AND WILL NOT) CLAIM CREDITS FOR 2007

If tax credits have been allocated, but credit was not claimed in 2007, the owner must complete Page 1 and sign Page 4 of the Owner's Certification of Continuing Program Compliance and must submit the First Year Credit Statement form indicating that credits will not be claimed for 2007.

- Owner's Certification form (Revised December 2007) – Complete Page 1 (only) and sign and date Page 4.
- First Year Credit Statement

DEVELOPMENTS THAT HAVE CLAIMED OR WILL CLAIM CREDIT FOR 2007 AND/OR PRIOR YEARS

If tax credits have been claimed in prior years or are being claimed for 2007, the owner must submit the following forms.

- Owner's Certification form (Revised December 2007)
- Utility Allowance Documentation form

- Verification of Project Information in On-Line System
 1. Access MSHDA's on-line data collection system
 2. Click on "Reports"
 3. Click on "Compliance Fact Sheet"
 4. Enter property # and Click on "Submit"
 5. Print Fact Sheet report
 6. Review data and clearly note errors, if any.
 7. An Authorized representative of the owner must then print their name, sign and date each page of the Fact Sheet

NOTE: For new developments that first claimed credit for 2006 or 2007, the following forms in addition to the forms mentioned above must be submitted:

- First Year Credit Statement
- Common Area Unit Designation Statement
- First Year's IRS Forms 8609 (**with Part II completed**)

TENANT DATA COLLECTION (ALL LIHTC DEVELOPMENTS)

Effective 2005, MSHDA changed the annual collection of tenant data to an event driven collection and all resident data should now be submitted via MSHDA's on-line data collection system. When an event occurs (move-in, move-out, recertification, etc), data related to the event must be entered into the on-line system. All tenant activity must be entered into the on-line system on a real time basis.

There are two methods available for entering tenant data using the on-line system. One is to manually enter tenant data. The other method is to use a "csv" file format and upload the information. Instructions for both methods are located on the website at http://www.michigan.gov/mshda/0,1607,7-141-8002_34213---,00.html.

If you are unable to access MSHDA's forms, on-line system for data collection, or have any other questions regarding the year-end reporting requirements, please contact Cassandra Brown at brownc7@michigan.gov.